

TENANTS ALTERATIONS – MANDATORY REQUIREMENTS

Version 1.2 February 2019

1.0 INTRODUCTION

1.1 Alterations requiring Landlord approval will require a Licence to Alter, which will be prepared by the Inn's solicitors, and the tenant will be expected to underwrite the Inn's reasonable costs.

2.0 REQUIREMENTS

2.1 Drawings showing the following will be required to allow the tenant's application to be considered by the Inn:

- Existing drawings
- Demolition drawings
- Proposed layout
- Alterations proposed to Mechanical Installation (Heating, Ventilation, Air-Conditioning and controls)
- Alterations to lighting and small power
- Alterations to fire engineering

2.2 The Inn will share record drawings where available, but cannot be held responsible for their accuracy. Where drawings are not available, the tenant may need to engage surveys.

2.3 The tenant will be responsible for obtaining all necessary Statutory Approvals, including:

- Building Regulations
- Planning Permission
- Listed Building Consent

2.4 CDM (Construction Design & Management) obligations must be followed (whether notifiable or not) and the following must be prepared by competent persons appointed by the tenant:

- A Construction Phase Plan
- RAMS (Risk Assessments & Method Statements)
- An FRA (Fire Risk Assessment) for the proposed design, including temporary a FRA for during the construction phase

2.5 Due regard must be given to other occupants, and Means of Escape must remain clear at all times.

2.6 Asbestos: When carrying out any refurbishment works that involve opening up or demolition works you may require a refurbishment and demolition survey. A management survey only covers visible asbestos.

2.7 These drawings and documents will take some time to prepare, be assessed by the Inn and formalised. The tenant should allow sufficient time for this when programming taking work forward.

Page 1 of 1	Estates Department	Tenants Alterations
	Owner: Interim Head of Projects and Facilities Management	Version 1.2
Doc No:	Authorised:	Director of Estates
GN001	G:\Estates\J - POLICY\	Uncontrolled when printed